ELECTRONIC PLAN REVIEW SUBMITTAL GUIDELINES

- Clear Stamp Area in Upper Right Quadrant of all Plan Sheets
- Searchable Vector PDFs or DWF Drawing Files
- One Plan Sheet Per File
- Landscape Orientation
- File Name to Identify Discipline and Match Sheet Index Name and Sort Order
- Corrected Sheets Must be Named Exactly as the Original Sheet

Important Websites:

City of Edina: **EdinaMN.gov**

ePermits: **ePermits2.logis.org**

Edina ProjectDox: **PlanReview.EdinaMN.gov**

Sheet Stamping Area:

If the plan sheet size is 8.5″ x 11″ or 11″ x 17,″ then a 2″ x 2″ area should be clear in the upper right quadrant for the City of Edina electronic approval stamp. If the plan sheet size is 24″ x 36″ or 30″ x 42,″ then a 4″ x 4″ area should be clear in the upper right quadrant.

Plan Sheet File Format Standards:

Plans must be submitted in a searchable vector PDF format (non-scanned) or as a DWF file. Each plan sheet must be uploaded as a single file. Files must be landscape orientation, monochrome with white background and print ready.

File Naming:

File names for drawings submitted for electronic plan review should include the discipline character, followed by the three digit sheet number. If decimals are needed in the sheet number, place it after the third digit.   Ex. S001.00, A010.1, C100 Corrected sheets must be named exactly as the original sheet.

Plan Sheet Size:

The following list indicates plan sheet sizes that can be submitted electronically.

8.5″ x 11″   11″ x 17″   24″ x 36″   30″ x 42″

Graphic Scale:

Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail. All plans must be drawn to scale.

Uploading Files:

DRAWINGS FOLDER Should contain plan sheet drawings.

DOCUMENTS FOLDER Should contain all calculations, specifications and supporting documents.

These guidelines are critical to ensuring your review is completed in a timely manner.